

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

ACCOUNTING SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for an accounting program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are three classifications in this job.

Position Code Title – Accounting Specialist-2

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The employee functions as a second-level specialist or as an administrative assistant to a division director or equivalent-level administrator

Position Code Title – Accounting Specialist-3

Accounting Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau or equivalent-level executive.

Position Code Title – Accounting Specialist-4

Accounting Specialist 15

The employee functions as a fourth-level specialist or as an administrative assistant to an executive.

First-level specialists are classified at the advanced level of the Accountant job.

JOB CONCEPTS

Specialist jobs are evaluated by the Appointing Authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, program or specialty scope, and impact to determine classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, department-wide, agency-wide or the equivalent scope. Such jobs are

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responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, department-wide, agency-wide or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs have the predominate and essential function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity, and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings and otherwise assisting in all areas of the official's responsibilities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedure development.

Participates in budget development.

Represents the official at meetings.

Specialist

Designs, revises and/or implements accounting systems and procedures in accordance with accounting principles and theories.

Conducts surveys to prepare recommendations for improvements, controls, new methods, and other changes to improve the efficiency of an accounting system.

Conducts cost studies and installs cost allocation plans.

Formulates procedures, policies, and guidelines for assigned accounting programs.

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Performs duties of unusual significance or importance to the Department.

Makes recommendations in areas of expertise.

Develops program goals and plans for implementation.

Develops alternative strategies for programs based on analysis and research in an assigned specialty area.

Acts as a liaison with other agencies, organizations, and employees to coordinate accounting programs.

Plans and coordinates the training of staff in accounting activities.

Serves as a technical advisor and liaison with industry, community groups, and/or governmental agencies.

Conducts special projects.

Prepares special studies and reports.

Prepares budgets.

Maintains records, and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

Administrative Assistant

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

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Administrative Assistant and Specialist

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree in any major with not less than 24 semester or 36 term credits in accounting.

Experience

Four years of experience as an accountant, including two years of experience equivalent to an Accountant P11.

OR

One year of experience equivalent to an Accountant 12.

Special Requirements, Licenses, and Certifications

None.

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Alternate Education and Experience

Possession of a certificate in public accounting may be substituted for one year of the experienced level (P11) experience requirement.

Possession of a Certified Management Accountant certification (CMA) may be substituted for six months of experience at the Accountant P11 level.

Certain positions may require that only individuals with specific education and/or experience qualifications be appointed. An approved selective certification or sub-class code assignment on each position identifies qualifications for positions of this type.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
ACCOUNSPL	Accounting Specialist

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Accounting Specialist-2	ACCSPL2	NERE-182
Accounting Specialist-2-PP	ACCSPL2	NERE-082P
Accounting Specialist-3	ACCSPL3	NERE-186
Accounting Specialist-3-PP	ACCSPL3	NERE-084P
Accounting Specialist-4	ACCSPL4	NERE-188

ECP Group 2
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